

**U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT  
ENFORCEMENT AND REMOVAL OPERATIONS  
ICE HEALTH SERVICE CORPS**

**MEDICAL ESCORTS**

IHSC Directive: 01-17

ERO Directive Number: 11716.2

Federal Enterprise Architecture Number: 306-112-002b

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Annual Review: 21 Mar 2016 No changes

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**By Order of the Acting Assistant Director**  
**Stewart D. Smith, DHSc/s/**

- 1. PURPOSE:** The purpose of this issuance is to set forth the policies and procedures for use of Medical Escorts to provide Basic Life Support (BLS) and other necessary medical care to detainees during flight and ground operations conducted by the U.S. Department of Homeland Security (DHS), U.S. Immigration and Customs Enforcement (ICE).
- 2. APPLICABILITY:** This directive applies to all IHSC personnel, including but not limited to, Public Health Service (PHS) officers and civil service employees to include GS and SES employees supporting health care operations in ICE-owned or contracted detention facilities, government owned or contracted aircraft, and to ICE Health Service Corps (IHSC) Headquarters (HQ) staff. This directive applies to contract personnel when supporting IHSC in detention facilities and at HQ as they are often directly involved with mission preparation. Contract IHSC personnel will not serve as medical escorts. Federal contractors are responsible for the management and discipline of their employees supporting IHSC.

**3. AUTHORITIES AND REFERENCES:**

- 3-1.** Title 8, Code of Federal Regulations, Section 235.3 (8 CFR 235.3), Inadmissible Aliens and Expedited Removal;
- 3-2.** Section 232 of the Immigration and Nationality Act (8 USC 1222), Detention of aliens for physical and mental examination;
- 3-3.** Title 8, Code of Federal Regulations, Section 232 (8 CFR 232), Detention of Aliens for Physical and Mental Examination;
- 3-4.** Section 322 of the Public Health Service Act (42 USC 249(a)), Medical Care and Treatment of Quarantined and Detained Persons;

- 3-5. Title 42, U.S. Code, Public Health Service Act, Section 252 ([42 USC 252](#)); Medical Examination of Aliens.
4. **POLICY:** Medical escorts will be provided when a detainee, in consideration of his or her medical condition(s), requires medical care during transit or when there is a risk that the detainee's medical condition will impact the transfer to a planned destination.
  - 4-1. **Medical Escort Definition and Roles:** Health care personnel accompany the transport of a detainee as a medical escort when deemed medically necessary by the Deputy Assistant Director (DAD) for Clinical Services or designee for continued care in transit. All medical escort officers are required to be BLS certified. Medical escorts do not assume security responsibilities for the detainee at any time.
  - 4-2. **Medical Escort Participants:** PHS officers from IHSC, to include Registered Nurses (RNs), mid-level providers (MLPs), and physicians, conduct medical escorts for detainees in transit within the Continental United States (CONUS) and Outside Continental United States (OCONUS) via commercial airlines, charter flights, and aircraft contracted by ICE AIR as well as ground transport utilizing ICE government-owned or vehicles leased/rented by ICE. Detainees with exceedingly complex medical issues or deemed as medically unstable by the IHSC DAD for Clinical Services or designee (require medical services in which Advanced Cardiac Life Support capability) are referred to a contracted air or ground ambulance transport service.
  - 4-3. **Conditions Requiring Special Medical Coordination:** Medical conditions that require further medical coordination for continuity of care with the receiving facility or entity, ICE Field Medical Coordinator (FMC), ICE Point of Contact (POC), and receiving CONUS facility or OCONUS foreign government designated POC for health affairs include but are not limited to:
    - a. Infectious disease (i.e. tuberculosis (TB) patients on medications, Human Immunodeficiency Virus (HIV), etc.). While most TB or HIV cases do not require a medical escort, detainees with exceptional needs will be reviewed on a case-by-case basis.
    - b. Chronic renal patients on dialysis.
    - c. Chronic respiratory illnesses that require continuous supplemental oxygen.
    - d. Any other illness that requires special needs accommodations or ongoing medical care including medication administration assistance in transit as deemed as appropriate by IHSC/ICE.

**5. PROCEDURES:****5-1. Medical Escort Request.**

- a. The Clinical Director (CD) or Health Services Administrator (HSA) generates a medical escort request for a detainee housed at an IHSC-staffed facility by contacting the Unit Chief of IHSC Special Medical Operations (SMO) or the IHSC SMO Mission Support Specialist either by telephone or email. For detainees housed in non-IHSC staffed facilities, medical escort requests must be generated by the ICE Deportation Officer, or Field Office Director handling a particular case or by the IHSC Field Medical Coordinator (FMC) covering the respective Area of Responsibility by contacting the Unit Chief of IHSC SMO or the IHSC SMO Mission Support Specialist either by telephone or email. The request must include the following:
  - (1) Detainee Name
  - (2) Alien Number
  - (3) Date of Birth
  - (4) Country of Citizenship
  - (5) Destination
  - (6) Date of Departure
  - (7) City of Departure
  - (8) Medical Condition(s) Requiring Escort
  - (9) Current Medications(s) and/or equipment (e.g. supplemental oxygen)
  - (10) Current Facility
- b. Upon receipt of the request, the Unit Chief of IHSC SMO or the IHSC SMO Mission Support Specialist sends a copy of the AMP CME001 preflight worksheet form to the requestor. The requestor completes the worksheet and returns to the Unit Chief of SMO for review. The preflight worksheet captures information pertinent to the detainee's current medical or behavioral health condition, current medications, origin and destination of transfer, and projected date of transfer.

**5-2. Medical Escort Requests Routing for Approval:** The Unit Chief of SMO

forwards requests for medical escorts to the IHSC Deputy Assistant Director (DAD) for Clinical Services or designee for review and approval.

- 5-3. **Medical Escort Approval:** The IHSC DAD for Clinical Services communicates approval or disapproval to Unit Chief of IHSC SMO. Approvals are processed within two days unless resource limitations exist.
- 5-4. **Medical Personnel Assignment:** If the IHSC DAD for Clinical Services or designee approves the request, the Unit Chief of IHSC SMO coordinates assignments from the list of qualified medical escort officers maintained by the IHSC DAD for Administration with the respective Regional Health Services Administrator (RHSA). If the IHSC DAD of Clinical Services or designee disapproves the request, the Unit Chief for IHSC SMO or IHSC SMO Mission Support Specialist notifies the medical escort requestor.
- 5-5. **Pre-Flight Procedures:** An originating facility medical provider (physician or mid-level provider) is expected to medically clear every detainee for flight prior to air transport and completes the eClinicalWorks IHSC generated medical transfer summary. Alternate forms including the [USM 553](#) Medical Summary of Federal Prisoner/Alien in Transit, the [BP S659](#) Medical Summary of Federal Prisoner/Alien in Transit, BOP Electronic Medical Transfer Summary, or ICE equivalent can be utilized (see IHSC Forms link below). For purposes of proper patient identification and certification of accuracy of information provided, all forms should include detainee demographic information (i.e. name, alien number, date of birth, gender, country of citizenship, departing location and destination), signature of the certifying health authority and up-to-date information on the health status to include:
  - a. TB screening results within one year. Detainees with positive TB screening results or who are undergoing TB treatment must have documentation stating that they are medically cleared for transportation in accordance with IHSC official guidance;
  - b. Current diagnoses;
  - c. Known food, drug, and environmental allergies and/or intolerances;
  - d. Prescribed medication(s):
    - (1) Detainees on prescribed medications must have at least a 7 day supply of all prescribed medications in appropriate doses/quantities. Detainees on medications for TB must have a 14 day supply of TB medications and detainees on HIV medications must have a 30 day supply of HIV medications;

- (2) The sending facility's Chief Medical Authority (CMA) or designee must provide and facilitate availability of all medications/supplies, as needed (All medications must be properly labeled with detainee identifiers, medication name and dosage);
  - (3) Medical personnel must account for and document change of custody and/or disposal of controlled substances on the AMP-CF004 Charter Flight Summary or the AMP-CME004 Commercial Medical Escort Summary when transporting detainees on controlled substances;
    - e. Medical treatments (i.e. dressing changes, nebulizer treatments, etc.); and
    - f. Special equipment or medical needs (i.e. oxygen, wheelchair, etc.).
6. **HISTORICAL NOTES:** This is an annual review with no changes.
7. **DEFINITIONS:** See definitions for this policy at [IHSC Glossary](#).
8. **APPLICABLE STANDARDS:**

**Performance Based National Detention Standards (PBNDS) 2011:** Part 4.3, Transfer and Release of Detainees

9. **RECORDKEEPING.** IHSC maintains detainee health records as provided in the Alien Medical Records System of Records Notice, 74 Fed. Reg. 57688 (Nov 9, 2009)

**Protection of Medical Records and Sensitive Personally Identifiable Information (PII).**

- 9-1. Staff keeps all medical records, whether electronic or paper, secure with access limited only to those with a need to know. Electronic documentation into eClinicalWorks (eCW) is the preferred method of record keeping. Post-mission documents will be scanned into eCW as "Medical Escort". For situations where there is not an existing eCW case for a particular detainee, paper records may be retained by the IHSC Special Medical Records Unit. Staff locks paper records in a secure cabinet or room when not in use or not otherwise under the control of a person with a need to know. All records will be reviewed by the Special Medical Operations Unit.
- 9-2. Staff is trained at orientation and annually on the protection of a patient's medical information and Sensitive PII.
- 9-3. Only authorized individuals with a need to know are permitted to access

medical records and Sensitive PII.

- 9-4.** Staff references the Department of Homeland Security *Handbook for Safeguarding Sensitive PII* (Handbook) at:

(b)(7)(E)  
h [REDACTED]

when additional information is needed concerning safeguard sensitive PII.

- 10. NO PRIVATE RIGHT STATEMENT.** This directive is an internal policy statement of IHSC. It is not intended to, and does not create any rights, privileges, or benefits, substantive or procedural, enforceable against the United States; its departments, agencies, or other entities; its officers or employees; or any other person.

**Attachments:**

AMP-CME001 Preflight worksheet

AMP-CME002 IN-Transit Progress Note

AMP-CF002 Charter Flight In-Transit Progress Note

AMP-CF004 Charter Flight SUMMARY

**Links:**

IHSC Forms— All IHSC forms can be found within the following folder: IHSC Forms

Link: [IHSC Forms](#) or

(b)(7)(E)

**Date form completed:** \_\_\_\_\_

**Date of travel:** \_\_\_\_\_

**Mode of transport:** **Ground Transport**    **Commercial Airlines**    **Charter aircraft**

**Category:** Mental Health Case Medical Case Court ordered

**Destination:** \_\_\_\_\_ **SPC** **IGSA Facility** **Country of Origin**

## Patient Information

**Alien #:** \_\_\_\_\_ **Current Location:** \_\_\_\_\_

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Gender: \_\_\_\_\_ Country: \_\_\_\_\_

**Height** \_\_\_\_\_ **Weight** \_\_\_\_\_ **Allergies:** \_\_\_\_\_

Vital Signs: T\_\_\_\_\_ P\_\_\_\_\_ R\_\_\_\_\_ B/P\_\_\_\_\_ O<sub>2</sub> SAT\_\_\_\_\_

### **Diagnosis:**

1. \_\_\_\_\_ 3. \_\_\_\_\_ 5. \_\_\_\_\_  
2. \_\_\_\_\_ 4. \_\_\_\_\_ 6. \_\_\_\_\_

#### **Current medications**

( ) see attachments

**Special Needs:** Wheelchair: \_\_\_\_\_ Oxygen: \_\_\_\_\_ Other: \_\_\_\_\_

**Medical POC:** \_\_\_\_\_ **Phone/FAX:** \_\_\_\_\_

**Medical/Psychiatric Documentation Obtained**  Yes  No Notes: \_\_\_\_\_  
**Medical/Psychiatric Clearance for travel (fit to travel)**  Yes  No Notes: \_\_\_\_\_  
**Medications and PRN Orders Obtained**  Yes  No Notes: \_\_\_\_\_

Legend: SPC = Service Processing Center, IGSA = Intergovernmental Service Agreement (i.e. county jails, prisons, etc...), DOB = Date of Birth, O2 SAT = Oxygen saturation

01-17 Medical Escorts – Attachment 2

AMP-CME002 IN-Transit Progress Note

**Alien Name:** \_\_\_\_\_ **A #:** \_\_\_\_\_ **DOB:** \_\_\_\_\_

**Departed From:** \_\_\_\_\_ **Date & Time of Departure:** \_\_\_\_\_

**Destination:** \_\_\_\_\_ **Date & Time of Arrival at Destination:** \_\_\_\_\_

**Medical Escort (s) (PLEASE PRINT):** \_\_\_\_\_

**Crew Duty Time (Total Hours from pick-up to detainee drop-off at final destination):** \_\_\_\_\_

**Current Medical Problems:** 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Allergies: \_\_\_\_\_ Gender: Circle One Male/ Female

**Medications Required for Care in Route**

( ) see attachments



01-17 Medical Escorts- Attachment 3  
AMP-CF002 Charter Flight In-Transit Progress Note

**Alien Name:** \_\_\_\_\_ **A #:** \_\_\_\_\_ **DOB:** \_\_\_\_\_

**Date, Time and Location of Departure:** \_\_\_\_\_

**Date, Time and Location of Arrival to Destination:** \_\_\_\_\_

**Medical Escort (s) (PLEASE PRINT):** \_\_\_\_\_

**Crew Duty Time (Total Flight Mission Hours):** \_\_\_\_\_

**Medical Problems:** 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

01-17 Medical Escorts – Attachment 4  
AMP-CF004 - Charter Flight Summary

Date, Time and Location of Departure: DATE: \_\_\_\_\_

Date, Time and Location (s) of Arrival to Destination (s): \_\_\_\_\_

Medical Escort(s) (PLEASE PRINT/SIGN): \_\_\_\_\_

Total Detainees Transported: \_\_\_\_\_ Males \_\_\_\_\_ Females

Crew Duty Time: \_\_\_\_\_

Medication given during transport (Y/N): \_\_\_\_\_ current prescribed meds \_\_\_\_\_ OTC PRN meds

Date/Time	Comments
_____	All detainees tolerated flight well; released under the custody of _____: ( ) immigration officials, ( ) medical personnel, ( ) other _____ All medications/supplies given to detainees or country officials
_____	All detainees tolerated flight well; released under the custody of _____: ( ) immigration officials, ( ) medical personnel, ( ) other _____ All medications/supplies given to detainees or country officials
_____	All detainees tolerated flight well; released under the custody of _____: ( ) immigration officials, ( ) medical personnel, ( ) other _____ All medications/supplies given to detainees or country officials
_____	All detainees tolerated flight well; released under the custody of _____: ( ) immigration officials, ( ) medical personnel, ( ) other _____ All medications/supplies given to detainees or country officials

Comments (Medical Related Only):  
\_\_\_\_\_

FMP SIGNATURE \_\_\_\_\_